

POLICY MANUAL

Fallon County Library Baker MT

Volunteer Policy

1. Volunteers are expected to receive adequate training for the job. There are varied requirements for all volunteers, and some related to specific assignments.
2. Volunteers will not, except on a very limited emergency basis, perform the job of an employee as provided for in the Library's staffing plan. They may assist or do portions of the job, but they are not training for employment nor to replace a paid staff member.
3. Volunteers can be released if their performance or expectations are not in keeping with the Library's needs and best interests.
4. Volunteers are expected to know and observe the Library's policies, but they are not to answer questions or give information unless specifically told that they may do so.
5. Volunteers are entitled to working conditions which observe Library policy for regular employees on such matters as lunch hours and break periods.
6. Volunteers will be recognized for their considerable efforts in some formal manner determined by the Library Board and Director. This is in addition to on-the-job, day-to-day appreciation for their work shown by supervisors, staff colleagues, and in libraries small enough for some personal contact, by the Library Director.

Reviewed/Approved: **10/9/18**